Karen Bauer

Staff Training Summary

3/12/09

This training aimed to help teachers understand and learn how to troubleshoot common problems that may occur when working with students in the computer lab. Overall, this mini training was a success. Our attendance was higher than usual and I imagine that this is because of the general and direct nature of the content. Teachers were encouraged to bring their own questions and many of them did.

As chair of our technology committee, I help plan and deliver monthly technology trainings. For this session, we advertised it using a Web 2.0 tool, called ToonDoo. For each meeting, we use a new tool to inform teachers of our upcoming meeting. Here is a link to the flyer: <http://www.toondoo.com/View.toon?param=530006>

I’d change the amount of content covered in this training. While the problems we addressed were general and helpful to most attendees, some teachers had questions that were very specific to something they needed to know individually. Our presentation mode and location was adequate as we had teachers in the lab in front of computers so they could practice changing icon size, adding things to the dock, etc. We also had our demonstrations projected onto an overhead screen.

Teachers informed us that the handout was helpful and we made it into a poster to place in all computer labs. In the future, I’d like to round up specific troubleshooting questions from teachers before we do the training, to be certain we are addressing their needs.